



ARIZONA FIRE & MEDICAL AUTHORITY

BUDGET AND FINANCE COMMITTEE

MEETING MINUTES

Tuesday, September 15, 2020

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Committee Chairperson Miller called the meeting to order on Tuesday, September 15, 2020, at 2:00 p.m. at the **Arizona Fire & Medical Authority Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona 85375**. The meeting was held virtually.

Members Present: Committee Chairperson Dawn Miller and Committee Member John Crawford

Members Absent: Committee Member Diane Price

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Deputy Chief Eric Kriwer, Finance Manager Diane Goke, Administrative Manager Deborah Musselman, and Authority Clerk Dusty Christopherson

Legal Counsel: None

Public Comment: None

Media Present: None

Guests Present: North County Fire & Medical District Board Member Richard Bookie

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of August 18, 2020.

Committee Member Crawford moved that the Budget and Finance Committee Meeting Minutes of August 18, 2020 be approved. Committee Chairperson Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller
NAYS: None
ABSENT: Price

B. Review South County Fire & Medical District, North County Fire & Medical District, and Arizona Fire & Medical Authority Financial Reports for August 2020.

Diane Goke, Finance Manager presented the August 2020 financial reports for the South County Fire & Medical District, the North County Fire & Medical District and the Arizona Fire & Medical Authority and answered any questions from Board Members. Ms. Goke noted that the North County Fire & Medical District financials for July showed a negative \$69,906 in property tax revenue collected for the month and the County Treasurer's Office has explained that this revenue correction was due to a recalculation of solar depreciations on some solar properties. Ms. Goke is in contact with the Assessor's Office to identify which properties have been affected specifically.

Committee Chairman Miller moved that the Budget and Finance Committee recommend that the South County Fire & Medical District Governing Board, the North County Fire & Medical District Governing Board and the Arizona Fire & Medical Authority Governing Board approve the Financial Reports for August 2020. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller
NAYS: None
ABSENT: Price

C. Discuss 2020 updated fee schedule.

Deputy Chief Eric Kriwer presented the 2020 updated fee schedule and noted that traditionally, the fire code and fee schedule are adopted together as newly imposed legal mandates can affect the fees required for each new requirement. The AFMA Governing Board will be considering adoption of the 2018 International Fire Code with local amendments at their upcoming Governing Board Meeting on September 22, 2020.

The proposed fee schedule includes the following changes:

1. Ability to assess re-inspection fees for inspections scheduled and not ready due to negligence of the requestor such as; items not corrected from previous inspections, no shows at the scheduled time of inspection, and work not completed at the scheduled time of inspection.
2. Energy/solar system plan reviews, permits, and inspections.

3. Staff time to actual cost of service provided.
4. User fees for services inside/outside Authority boundaries will be set at the rates of the Authority's current State Forester's Cooperative Fire Rate Agreement.

In response to an inquiry, Deputy Chief Kriwer noted that overall most of the fee schedule remained unchanged, the biggest modification to the fee schedule this year is in staff time costs, where before there was a flat fee of \$75 per hour per staff member, this fee schedule brings that up to a true cost recovery.

Committee Chairman Miller moved that the Budget and Finance Committee recommend that the Arizona Fire & Medical Authority Governing Board adopt the 2020 updated fee schedule. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller
NAYS: None
ABSENT: Price

D. Receive update on existing and planned grant applications.

Deborah Musselman, Administrative Manager provided an update to the Governing Board on the existing and planned grant applications and answered any questions from Board Members.

In response to an inquiry, Ms. Musselman noted award notifications for the IT Cybersecurity grant request should be going out to requestors in October 2020.

Mary Dalton, Assistant Chief - Business Division, stated that the Maricopa County Board of Supervisors approved the fire districts request for CARES Act funding for March 2020 through August 2, 2020 and noted that a thank you event for Supervisor Sellers was held at Station 231 on September 15. There should be articles and stories in the local newspapers in the week to come.

A reimbursement request was submitted to the Department of Emergency and Military Affairs (DEMA) in the amount of \$104,000 for expenses relating to personal protective equipment (PPE) and costs associated with setting up the Emergency Operations Center. Administrative Staff has been hard at work documenting expenses and applying for every grant and reimbursement opportunity available relating to COVID expenses.

In response to an inquiry, Assistant Chief Dalton clarified that the initial reimbursement request to the County for CARES Act funding totaled \$947,000 and covered the time frame of March 1 to August 2. The next reimbursement request will be significantly less as it will only cover the remainder of Augusts COVID expenses.

3. **SUGGESTED ITEMS FOR FUTURE BUDGET AND FINANCE COMMITTEE MEETING AGENDAS**

There were no suggested items.

4. **ADJOURNMENT**

The meeting adjourned at 2:34 p.m.

Dawn Miller

[Dawn Miller \(Oct 30, 2020 18:14 PDT\)](#)

Dawn Miller, Committee Chairperson

Approved


September 15 2020 Minutes - Budget and Finance Committee Meeting


Final Audit Report


2020-10-31


Created:	2020-10-28
By:	Dusty Christopherson (dchristopherson@afma.az.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhFnaGfGHbXuUuDPuUhByGG920CKjDCOe


"September 15 2020 Minutes - Budget and Finance Committee Meeting" History

 Document created by Dusty Christopherson (dchristopherson@afma.az.gov)
2020-10-28 - 8:35:08 PM GMT- IP address: 66.210.247.226

 Document emailed to Dawn Miller (dmiller@afma.az.gov) for signature
2020-10-28 - 8:35:28 PM GMT

 Email viewed by Dawn Miller (dmiller@afma.az.gov)
2020-10-31 - 1:13:01 AM GMT- IP address: 68.228.200.191

 Document e-signed by Dawn Miller (dmiller@afma.az.gov)
Signature Date: 2020-10-31 - 1:14:22 AM GMT - Time Source: server- IP address: 68.228.200.191

 Agreement completed.
2020-10-31 - 1:14:22 AM GMT